



## **BINMALEY WATER DISTRICT**

Luna St., Binmaley, Pangasinan  
website: [binmaleywaterdistrict.gov.ph](http://binmaleywaterdistrict.gov.ph)  
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### **OFFICE MEMORANDUM 02-003-2020**

**DATE:** February 10, 2020

**TO:** All Regular Employees of Binmaley Water District

**SUBJECT:** PRESCRIBING GUIDELINES IN THE REVIEW AND COMPLIANCE PROCEDURES IN FILING AND SUBMISSION OF STATEMENT OF ASSETS, LIABILITIES AND NETWORTH AND DISCLOSURE OF BUSINESS INTERESTS AND FINANCIAL CONNECTIONS OF THE BINMALEY WATER DISTRICT (BIWAD)

#### **1. Purpose:**

This issuance prescribes the procedures for the submission, review and compliance of the Statement of Assets, Liabilities and Net Worth and Disclosure of Business Interests and Financial Connections (SALN) of officials and employees of Binmaley Water District as per 1987 Philippine Constitution; Republic Act 6713 or the Code of Conduct and Ethical Standards for Public Officials and Employees; CSC Memorandum Circular No. 10, series of 2006; CSC Resolution No. 1300455 dated March 4, 2013.

#### **2. Coverage:**

All Regular Employees of Binmaley Water District

#### **3. Filing and Submission of SALN**

a. All public officials and employees, except those who serve in an honorary capacity, without service credit or pay, temporary laborers and casual or temporary and contractual workers, shall file under oath their SALNs and disclosure of Business Interests and Financial connections with the Administrative & Finance Division (HRM Section), to wit;

1. Within thirty (30) days after assumption of office, statements of which must be reckoned as of his/her first day of service
2. On or before April 30 of every year thereafter, statements of which must be reckoned as of the end of the preceding year; and



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3. Within thirty (30) days after separation from the service, statements of which must be reckoned as of his/her last day of office.

b. Public officials and employees under temporary status are also required to file under oath their SALNs and Disclosure of Business Interests and Financial Connections in accordance with the guidelines provided under these rules. Items not applicable should be marked N/A (not applicable)

c. Public officials and employees are strictly required to fill in all applicable information and/or make a true and detailed statement in their SALNs.

#### **4. Persons Authorized to Review and Evaluate the Submitted SALN**

There shall be designated Review and Compliance Committee to receive through the Administrative Division Manager/ HRMO and to evaluate if the same has been submitted on time, complete and in proper form, and render opinion interpreting the provisions on review and compliance procedure in the filing thereof.

#### **5. Duties of the Review and Compliance Committee**

The Review and Compliance Committee shall prepare a list of the following employees, in alphabetical order to be submitted to the head of the agency, copy furnished the Civil Service Commission on or before May 15 of every year:

- a. Those who filed their SALNs with complete data;
- b. Those who filed their SALNs but with incomplete data, and
- c. Those who did not file their SALNs.

#### **6. Ministerial Duty of the Head of the Agency to Issue Compliance Order**

Immediately upon receipt of the aforementioned list and recommendation, it shall be the ministerial duty of the Head of the Agency to issue and order those who have incomplete data in their SALN to correct/supply the desired information and those who did not file their SALNs to comply within a non-extendible period of three (3) days from receipt of said order.

Assets and/or properties acquired, donated or transferred in the name of the filer for a particular year, but were not declared on his/her SALN for that year, as the same



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came to his/her knowledge only after he/she has filed, corrected and/or submitted his/her SALN, must be declared or reflected in the filers next or succeeding SALN.

### **7. Sanction for Failure to Comply/Issuance of a Show-Cause Order**

Failure of an official or employee to correct/submit his/her SALN in accordance with the procedure and within the given period pursuant to the directive in Section 6 hereof shall be a ground for disciplinary action. The Head of the Agency shall issue a show-cause order directing the official or employee concerned to submit his/her comment or counter-affidavit; and if the evidence do warrants, proceed with the conduct of the administrative proceedings pursuant to the 2017 Revised Rules of Administrative Cases in the Civil Service. The offense for failure to file SALN shall be:

1<sup>st</sup> offense – Suspension for one (1) month and one (1) day to six (6) months

2<sup>nd</sup> offense – Dismissal from the service

### **8. Transmittal of All Submitted SALNs to the Concerned Agencies on or Before June 30**

The Administrative Division Manager or the HRMO shall transmit all original and electronic copies of the SALNs received to the concerned offices (Deputy Ombudsman for Luzon) on or before June 30 of every year.

**9. This Review and Compliance Procedure shall take effect immediately and all concerned shall be guided accordingly.**

  
**MARIANO V. GONZALO**  
General Manager B